

Keyboard shortcuts – Menus and menu commands

File

New	Ctrl + N
Open	Ctrl + O
Save	Ctrl + S
Save As	Ctrl + Shift + S
Import	Ctrl + I
Export	Ctrl + E
Print	Ctrl + P
Exit	Alt + F4

Edit

Undo	Ctrl + Z
Redo	Ctrl + Shift + Z
Repeat	Ctrl + R
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Delete	Delete
Symbol ► Symbol Manager	Ctrl + F3
Duplicate	Ctrl + D
Step and Repeat	Ctrl + Shift + D
Properties	Alt + Enter

View

Full-Screen	F9
View Manager	Ctrl + F2
Snap to Grid	Ctrl + Y
Snap to Objects	Alt + Z
Dynamic Guides	Alt + Shift + D

Arrange

Transformations ► Position	Alt + F7
Transformations ► Rotate	Alt + F8
Transformations ► Scale	Alt + F9
Transformations ► Size	Alt + F10
Align and Distribute ► Align Left	L
Align and Distribute ► Align Right	R
Align and Distribute ► Align Top	T
Align and Distribute ► Align Bottom	B
Align and Distribute ► Align Centers Horizontally	E
Align and Distribute ► Align Centers Vertically	C
Align and Distribute ► Center to Page	P
Order ► To Front of Page	Ctrl + Home
Order ► To Back of Page	Ctrl + End
Order ► To Front of Layer	Shift + Page Up
Order ► To Back of Layer	Shift + Page Down
Order ► Forward One	Ctrl + Page Up
Order ► Back One	Ctrl + Page Down
Group	Ctrl + G
Ungroup	Ctrl + U
Combine	Ctrl + L
Break Apart	Ctrl + K
Convert to Curves	Ctrl + Q
Convert Outline to Object	Ctrl + Shift + Q

Effects

Adjust ► Brightness/Contrast/Intensity	Ctrl + B
Adjust ► Color Balance	Ctrl + Shift + B
Adjust ► Hue/Saturation/Lightness	Ctrl + Shift + U
Contour	Ctrl + F9
Envelope	Ctrl + F7
Lens	Alt + F3

Text

Character Formatting	Ctrl + T
Edit Text	Ctrl + Shift + T
Insert Symbol Character	Ctrl + F11
Insert Formatting Code ► Non-breaking Hyphen	Ctrl + Shift + -
Insert Formatting Code ► Optional Hyphen	Ctrl + -
Align to Baseline	Alt + F12
Writing Tools ► Spell Check	Ctrl + F12
Convert to	Ctrl + F8

Tools

Options	Ctrl + J
View Manager	Ctrl + F2
Graphic and Text Styles	Ctrl + F5
Macros ► Macro Manager	Alt + Shift + F11
Macros ► Macro Editor	Alt + F11
Macros ► VSTA Editor	Alt + Shift + F12
Stop Recording	Ctrl + Shift + O
Record Temporary Macro	Ctrl + Shift + R
Run Temporary Macro	Ctrl + Shift + P

Window

Dockers ► Graphic and Text Styles	Ctrl + F5
Refresh Window	Ctrl + W

Help














Help topics	F1
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Other





Nudge	Arrow keys
Super Nudge	Shift + Arrow Keys
Micro Nudge	Ctrl + Arrow Keys
Scroll	Alt + Arrow Keys

CorelDRAW® X5 Quick Reference Card





Toolbox

-  Pick – **Spacebar**
-  Shape Edit
-  Crop
-  Zoom
-  Curve
-  Smart
-  Rectangle
-  Ellipse
-  Object
-  Basic Shapes
-  Text – **F8**
-  Table
-  Dimension
-  Connector
-  Interactive Tools
-  Eyedropper
-  Outline
-  Fill
-  Interactive Fill



Shape Edit

-  Shape – **F10**
-  Smudge Brush
-  Roughen Brush
-  Free Transform









Crop

-  Crop
-  Knife
-  Eraser – **X**
-  Virtual Segment Delete



Zoom

-  Zoom – **Z**
-  Pan – **H**



Curve

-  Freehand – **F5**
-  2-Point Line
-  Bézier
-  Artistic Media – **I**
-  Pen
-  B-Spline
-  Polyline
-  3-Point Curve



Smart

-  Smart Fill
-  Smart Drawing – **Shift+S**






Rectangle

-  Rectangle – **F6**
-  3-Point Rectangle






Ellipse

-  Ellipse – **F7**
-  3-Point Ellipse






Object

-  Polygon – **Y**
-  Star
-  Complex Star
-  Graph Paper – **D**
-  Spiral – **A**





Basic Shapes

-  Basic Shapes
-  Arrow Shapes
-  Flowchart Shapes
-  Banner Shapes
-  Callout Shapes








Dimension

-  Parallel Dimension
-  Horizontal or Vertical Dimension
-  Angular Dimension
-  Segment Dimension
-  3-Point Callout







Connector

-  Straight-Line Connector
-  Right-Angle Connector
-  Right-Angle Round Connector
-  Edit Anchor



Interactive Tools

-  Blend
-  Contour
-  Distort
-  Drop Shadow
-  Envelope
-  Extrude
-  Transparency



Fill

-  Uniform Fill – **Shift+F11**
-  Fountain Fill – **F11**
-  Pattern Fill
-  Texture Fill
-  Postscript® Fill
-  No Fill
-  Color





Eyedropper

-  Color Eyedropper
-  Attributes Eyedropper

Interactive Fill

-  Interactive Fill – **G**
-  Mesh Fill – **M**

Outline

-  Outline Pen – **F12**
-  Outline Color – **Shift+F12**
-  No Outline
-  Color